

7 May 1976

MEMORANDUM FOR: Deputy Director for Administration  
FROM : F. W. M. Janney  
Director of Personnel  
SUBJECT : Office of Personnel Report - Week Ending  
7 May 1976

1. Special Exhibit: Personnel of the Recruitment Division visited the National Photographic Interpretation Center on 5 May 1976 to view a recruiting exhibit which is to be used at the Minority Consortium for Scientists and Engineers being held in Chicago on the dates of 18 - 21 May. The exhibit is attractive and informative and is capable of being adapted to other Career Day exhibits.

2. Old Contact: Recruiter [redacted] advised that in the course of his recruiting for OD&E requirements, he met with officials of Hughes Aircraft in Los Angeles. Mr. Bud Wheelon, former Deputy Director for Science and Technology, was one of the officials, and he was very cooperative in furnishing our recruiter with suitable leads on engineering personnel.

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3. Key Assignment - Intelligence Community Staff: [redacted] IC Staff, who has applied for retirement to be effective 31 August 1976, will be departing on terminal leave about 15 June.

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[redacted] currently the Deputy Assistant Chief of Staff for Intelligence, has been nominated to replace [redacted] This assignment was arranged between [redacted] and General Jones, Chief of Staff, Air Force. It is anticipated that [redacted] will report for duty about 1 June 1976. We have contacted the Air Force Focal Point Officer and they will obtain the necessary documents in order for us to effect the General's processing.

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4. Notices and Regulations: We forwarded to the Regulations Control Branch:

a. Proposed Headquarters Notice on Changes in Marital and Family Status, designed to emphasize the importance of accurate personnel records and to advise procedures for married women wishing to retain use of maiden names in official records.

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b. Amended revisions to Headquarters Handbook [redacted] to clarify one of the guidances.

c. Employee Bulletin on Temporary Housing for Agency Applicants During the Bicentennial.

5. External Employment Assistance Activity: Whereas our representative to the bi-weekly meeting of the Civil Service Commission's Interdepartmental Placement Committee usually compiles a list of forty or more Federal vacancies, she returned on 5 May with a list of only eight vacancies. She reported that much of the general discussion centered on the tight employment market, but no reason for the job scarcity was forthcoming at the meeting.

6. Voluntary Investment Plan: We have just been advised by Connecticut General that the final rate of interest for Calendar Year 1975 was 8.180 percent. The rate that had been guaranteed for 1975 was 7.8 percent. The rate guaranteed for 1976 is 8.15 percent.

7. Presidential Cost Reduction: The Presidential Cost Reduction Campaign, which began on 6 May 1975 has now terminated, and our last group of requests for Presidential congratulatory letters has been forwarded to the White House. There were eight cases, each with savings of \$5,000 or more. Eleven employees were involved in these cases and qualified for letters from President Ford. Total results in CIA for the one-year program are as follows:

29 cases approved;

44 employees qualified for  
Presidential letters;

\$2,423,036 gained in first-year  
measurable benefits.

The Civil Service Commission will soon compute a final report indicating how we rank among the 32 other government agencies having cases which qualified under the program. As of 12 March 1976, we ranked fifth in measurable benefits among the other agencies. (See Attachment.)

8. Blood Donor Program: Since January of this year, 877 pints of blood have been donated for an average of 175.2 pints per month. During the first five months of last year, 947 pints were donated for an average of 189.2 pints per month. Additional efforts to stimulate participation in the Blood Program are being planned.

9. Rehired Annuitant: The following rehired annuitant case was approved for the Directorate for Administration:

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[redacted] -- Office of Personnel --  
Independent Contractor -- one-year extension.

COMING EVENTS:

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1. Preparation continues for the Personnel Conference to be held at [redacted] in June.

2. Work continues on redrafting of the Fair Labor Standards Act Notice.

[redacted]  
F. W. M. Janney

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Attachment

Outstanding Results from the  
President's Cost Reduction Campaign

Distribution:

Orig & 1 - Adse  
1 - D/Pers Subj  
1 - D/Pers Chrono  
1 - DD/Pers/P&C  
1 - DD/Pers/R&P  
1 - DD/Pers/SP  
1 - C/SAS

OUTSTANDING RESULTS TO DATE OF THE PRESIDENT'S COOPERATION CAMPAIGN  
 Approved For Release 2002/05/01 : CIA-RDP80-00773A000100020034-3

As of March 12, 19

AGENCY	NUMBER OF CASES SUBMITTED*	MEASURABLE BENEFITS
Agency for International Development	1	\$ 5,068
Agriculture	11	1,258,286
Air Force	598(672)	31,640,325
American Revolution Bicentennial Admin.	2	126,500
Army	434(586)	51,109,579
Canal Zone Government	5(8)	76,726
Central Intelligence Agency	24(33)	2,223,145
Civil Service Commission	2(3)	46,000
Commerce	3	611,900
Defense Mapping Agency	9	135,206
Defense Supply Agency	92(113)	6,471,566
Environmental Protection Agency	4(5)	84,100
Federal Energy Administration	1	6,300
General Services Administration	21(23)	552,223
Health, Education, and Welfare	8(9)	247,717
Interior	12	251,624
Interstate Commerce Commission	1(2)	15,000
Justice	5	75,334
Labor	2	7,990
National Aeronautics and Space Admin.	18(20)	960,428
National Credit Union Administration	1	15,000
National Labor Relations Board	1	5,407
National Security Agency	3	41,685
Navy	286(453)	28,085,016
Railroad Retirement Board	1(5)	25,200
Selective Service System	1	17,000
Small Business Administration	2	17,000
Transportation	16(23)	643,969
Treasury	47(55)	1,497,531
U.S. Information Agency	1	13,890
U.S. Postal Service	30(38)	1,388,783
U.S. Soldiers and Airmen's Home	2	21,896
Veterans Administration	34(39)	395,137
	<u>1,678(2,144)</u>	<u>\$128,073,521</u>

\* Figures in parentheses indicate total number of employees recognized